
THE COUNTY OF LOS ANGELES

The County of Los Angeles is the most populous county in the United States with over 10 million people, and within its boundaries are 88 cities. The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board serves as both the executive and legislative authority for the largest and most complex county government in the United States.

The County has an annual budget in excess of \$24 billion, and 35 major administrative units or departments serve the needs of the County's residents. The County employs over 100,000 full-time personnel to serve its diverse population.

TREASURER AND TAX COLLECTOR

The mission of the Los Angeles County Treasurer and Tax Collector is to bill, collect, disburse, invest, borrow, and safeguard monies and properties on behalf of the County, other governmental agencies and entities, and private individuals as specified by law. In addition, the Department provides enforcement, auditing, consulting, education, estate administration, trust accounting, property management and public information services.

The Treasurer and Tax Collector strives to serve its customers by providing timely and accurate services in a manner that is fair, legal, and courteous. To meet our service obligations, we use technical expertise employing modern, innovative, cost-effective, and flexible methodologies.

The Treasurer and Tax Collector seeks to provide an environment which recognizes and rewards employees for their contribution to the accomplishment of the mission.

With a few exceptions, all Departmental operations are conveniently located in downtown Los Angeles. The Department has a budget of approximately \$75 million and over 500 budgeted positions.

THE POSITION

The Departmental Chief Information Officer I is an unclassified position and reports directly to the Chief

Deputy, Treasurer and Tax Collector and assists with the overall management of the Department with particular responsibility for directing the work of the Department's Systems Branch. The Systems Branch provides effective Information Technology (IT) programs and services to support achievement of Departmental and County mission and objectives. This position is responsible for managing staff and resources that provide comprehensive IT programs and services for business users. The Departmental Chief Information Officer I position requires an individual with a high degree of professional IT knowledge as well as a broad range of management skills including organizational design, strategic planning, budgeting, and personnel management. This position has one (1) direct report and manages a workforce of approximately 40 employees.

KEY RESPONSIBILITIES:

Manages the Systems Branch by planning and organizing the flow of work, coordinating IT programs and services, evaluating workloads, and determining priorities to ensure that quality service is delivered in a timely and productive manner.

Directs and oversees a subordinate manager and teams of technical staff, project managers, analysts, and developers in the planning and execution of highly complex Departmental and inter-Departmental IT related projects.

Directs and oversees the operations and maintenance of IT operating systems, applications, data warehouses, hardware, networks, and security support.

Develops, maintains, and monitors the operating budget for the Systems Branch by preparing budget requests and overseeing staff allocation, services, supplies, inventory, and expenditures to ensure efficient and effective budget administration in accordance with County code, fiscal manuals governing budget administration, and Chief Executive Office (CEO)/Chief Information Office (CIO) budget directives.

Coordinates the procurement of IT services through established County mechanisms, including preparing Requests for Proposals (RFPs) or Requests for Information (RFIs), evaluating responses, recommending vendor selection, administering vendor contracts, and reviewing contract change requests.

Responds to inquiries from Departmental executive management, the CEO, CEO Intergovernmental Relations, County CIO, Board of Supervisors and/or media in accordance with County and Departmental policies and procedures.

Establishes measurable goals and objectives that align with County CEO/CIO initiatives, County and Departmental goals, and County and Departmental strategic plans. Complies with Countywide and Departmental policies and procedures.

Develops, maintains, and enhances knowledge and skills by attending training classes and providing technical training to subordinate staff.

SELECTION PROCESS

This position is open to all qualified candidates. The candidates deemed to be the most highly qualified, based on a review and evaluation of each candidate's resume and other materials will be invited to take a written test covering leadership, professionalism, managerial judgment, reasoning, and interpersonal effectiveness necessary to perform the duties of the position. Only the most highly qualified candidates that successfully pass the written test will be considered for a placement interview.

The successful candidate will be required to complete a thorough background investigation, including a Live scan fingerprint search, prior to the appointment. Examples of disqualifying factors are any felony convictions or misdemeanor convictions involving moral turpitude, and any job-related misdemeanor convictions.

QUALIFYING EDUCATION AND EXPERIENCE

Option I: Graduation from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field –AND- four years of progressively responsible experience within the last five years, managing the design, development, implementation, operation and maintenance of a large complex information systems program in a large, multi-service public or private sector organization.

Option II: Two years of experience within the last five years, at the level of Information Technology Manager II in the service of the County of Los Angeles.

License: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

Demonstrated ability to apply broad and diverse IT related knowledge, principles, concepts and configurations.

Demonstrated ability to perform management activities, including goal setting, budget management, human resources management, long-term or strategic planning and the formulation, implementation and evaluation of Departmental policy.

Excellent leadership skills including outstanding verbal and written communication skills.

A high level of demonstrated credibility and integrity. The ability to attract, motivate and retain outstanding personnel.

COMPENSATION/BENEFITS

COMPENSATION: This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). This position will be compensated at MAPP Range R-13 (\$106,991 - \$161,940). The successful candidate may be appointed to any salary within the range, depending on qualifications.

BENEFITS: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs as detailed below:

Retirement Plan: The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees do not pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. *The Los Angeles County Employees Retirement Association (LACERA)*

has reciprocal agreements with several public retirement systems in California.

Non-Elective Days: 10 paid days per year with the option to buy an additional 1 to 20 elective annual leave days.

Flexible Spending Accounts: Employees may contribute up to \$400 per month, tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.

Cafeteria Benefit Plan: The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. Note: Not applicable to County employees who are currently in the Flex Plan.

Savings Plan 401(k): Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's compensation.

Deferred Compensation Plan (457): Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's compensation.

Holidays – 11 paid days per year.

TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest; a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position; and current salary information. Submission should include **ALL** of the following:

- Names of schools, colleges or universities attended, dates attended, field(s) of study and degree(s) earned. Please enclose verification of relevant degree(s), license(s) and certificate(s) together with the resume.
- Information required to determine if the candidate meets the **Qualifying Education & Experience**

requirements and the **Desirable Qualifications** sections of this recruitment announcement.

- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

RESUMES MUST BE RECEIVED BY 5:00 P.M., 09/19/12

Electronic submittals are strongly preferred and should be submitted to ttchr@ttc.lacounty.gov. Please indicate the position title of **Departmental Chief Information Officer I** in the subject line of your e-mail.

For questions please contact:

NAVJOT KAUR

Kenneth Hahn Hall of Administration

222 N. Grand Avenue – Room 490

Los Angeles, CA 90012

Phone: (213) 974-2178

Fax: (213) 217-4931

Pursuant to State and Federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate sheet of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

County of Los Angeles Child Support Compliance Program:

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Employment Eligibility Information:

Immigration law requires that all employees hired after November 6, 1986 must provide proof of work eligibility.

Applicants will be required to submit ORIGINAL documents within three (3) business days of hiring, which will show satisfactory proof of: 1) identity, and 2) U.S. citizenship or legal right to work permanently in the United States.

Special Information:

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act (ADA) of 1990, persons with disabilities who believe they need reasonable accommodation may contact the ADA Coordinator at (213) 974-2178. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (800) 735-2922.

Any applicant for County employment who has been convicted of Workers' Compensation fraud is automatically barred from employment with the County of Los Angeles.

Social Security Act of 2004:

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

County of Los Angeles

THE DEPARTMENT OF

TREASURER AND TAX COLLECTOR



Invites Resumes For

Departmental Chief Information Officer I (Unclassified)

Annual Salary: \$106,991 - \$161,940

(Range 13)

Filing Period:

08/22/12 – 09/19/12

THE COUNTY OF LOS ANGELES IS AN
ACTIVE EQUAL OPPORTUNITY EMPLOYER